

Request For Proposal

Proposal for Replacement of Fire Alarm System Railroad Depot Building

I. Background

The project is taking place at the Railroad Depot Building at 1115, 1125, and 1135 Bonham St. in Paris, TX. The existing system is obsolete and in need of replacement.

II. Scope of Work

Installation of all new equipment required to replace the fire alarm system and removal of any old components or wiring. This project may also require the installation of devices located in areas of the building not currently being protected and monitored. System shall be installed to NFPA 72 and City of Paris adopted Fire Codes and associated ordinances.

III. Introduction

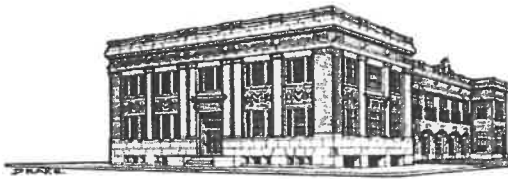
The City of Paris, TX seeks proposals from qualified and licensed Fire Protection System installers to provide a new fire alarm system. The installed system shall be an automatic/manual system that is fully addressable and code compliant. While there are multiple mailing addresses associated with this single building, all occupancies will be covered by a single alarm system with the Fire Alarm Control Panel to be located inside 1125 Bonham St., Paris Economic Development Corporation.

IV. Site Visits

There will be two scheduled site visits for this project at the Railroad Depot Building at 1115, 1125, and 1135 Bonham St. in Paris, TX on **February 3, 2022** and **February 4, 2022** at 2:00 pm on each date. Questions may be directed to Fire Chief Thomas McMonigle, 1444 N. Main St., Paris, TX 75460. (903) 784-9225 or tmcmonigle@paristexas.gov.

V. Vendor Qualifications

Must possess a current and valid Alarm Certificate of Registration issued by the Texas Department of Insurance, State Fire Marshal's Office. Appropriate licenses for the technicians performing necessary work are required. Vendor must be authorized to maintain and service all of the equipment that is being installed, under warranty, and at the expiration of the warranty be able to maintain the system and its full functional capacity.



VI. Insurance

- A. Before commencing work, the consultant shall, at its own expense, procure, pay for and maintain during the term of this Contract the following insurance written by companies approved by the State of Texas and acceptable to the City of Paris. The consultant shall furnish to the City Clerk copies of the insurance policies required herein stating coverages, limits, expiration dates and compliance with all applicable required provisions. Insurance policies shall list the City as Additional Insured. Certificates shall reference the project and be addressed as follows:

City of Paris
150 SE First St
Paris, TX 75460

1. Commercial General Liability insurance, including, but not limited to Premises/Operations, Personal & Advertising Injury, Products/Completed Operations, Independent Contractors and Contractual Liability, with minimum combined single limits of \$1,000,000 per-occurrence, \$1,000,000 Products/Completed Operations Aggregate and \$1,000,000 general aggregate. Coverage must be written on an occurrence form. The General Aggregate shall apply on a per project basis.
2. Workers' Compensation insurance with statutory limits; and Employers' Liability coverage with minimum limits for bodily injury: a) by accident, \$100,000 each accident, b) by disease, \$100,000 per employee with a per policy aggregate of \$500,000.
3. Business Automobile Liability insurance covering owned, hired and non-owned vehicles, with a minimum combined bodily injury and property damage limit of \$1,000,000 per occurrence.
4. Professional Liability Insurance to provide coverage against any claim which the consultant and all consultants engaged or employed by the consultant become legally obligated to pay as damages arising out of the performance of professional services caused by error, omission or negligent act with minimum limits of \$1,000,000 per claim, \$1,000,000 annual aggregate.

NOTE: If the insurance is written on a claims-made form, coverage shall be continuous (by renewal or extended reporting period) for not less than thirty-six (36) months following completion of the contract and acceptance by the City of Paris.



VII. Criteria for Reviewing Proposals

Proposals will be evaluated on a 100-point scale based on previous relevant experience (40 points), staff qualifications, experience and reputation (30 points), quality of proposer's goods or services (10 points), time to completion (10 points) and price (10 points). The duration of the evaluation time and process will be at the discretion of the City of Paris in determining and notifying the business that will be awarded the project.

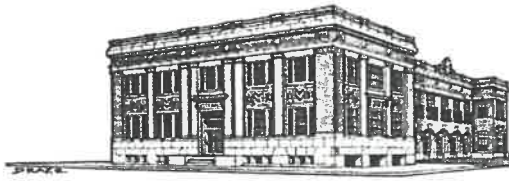
Following a review of submittals, it is the intent of the City of Paris that a firm will be selected. The City of Paris and the selected firm will work collectively to further define the specific scope of services to be provided and negotiate a contract for the services. If a contract cannot be successfully negotiated with the selected firm, discussions will be terminated and a contract will be negotiated with another firm. Upon successful completion of negotiations, the contract will be presented to the Governing Body at the next available meeting. All participating firms will be notified of the final decision at a time determined to be most convenient by the City of Paris. The City of Paris is not obligated to provide status updates to firms of its progress or process.

VIII. Submission Requirements

A. Items Addressed

The proposal should address all the points outlined in the request for proposals. The proposal should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects and questions must be addressed:

1. Name, address, telephone number, fax number and e-mail address of the company.
2. Name of contact person and telephone number for purposes of following up on proposal.
3. Narrative including the qualifications and experience of the company and personnel performing the work.
4. List and summary description of similar projects completed within the last three years.
5. Narrative of proposed work to be performed and description of material and equipment foreseen to be installed.
6. Has the company been disqualified or terminated by any public agency or City? If so, please explain under what circumstances this disqualification or termination occurred.



B. Firm Pricing

Proposed fees must be firm for City acceptance for 90 days from acceptance date of proposals. Pricing must be inclusive, clear, and concise, including such other information as requested or required.

C. Submission

Interested parties that wish to submit a response to this RFP should do so by no later than 10:00 am, Thursday, February 10, 2022, by sealed hardcopy in an envelope marked “RFP: Replacement of Fire Alarm System”, no electronic or facsimile copies will be accepted. Please submit to: Attn: Thomas McMonigle, Fire Chief, 135 SE 1st Street, Paris, TX 75460. Opening is scheduled in the Paris City Hall City Council Chamber, 135 SE 1st Street, Paris, TX 75460 at 10:00 am, Thursday, February 10, 2022. All are invited to attend. Any submittal received after this deadline will be rejected. Businesses submitting proposals will be responsible for all costs and/or expenses associated with preparing such proposal.

IX. Competition

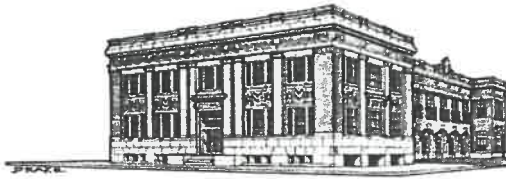
It is the City’s intent that this RFP shall permit competition. It shall be the respondent’s responsibility to advise Chief Thomas McMonigle at tmcmonigle@paristexas.gov in writing if any language, requirement, specification etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notifications must be received not later than ten (10) days prior to the proposal acceptance date.

X. Reservation of Rights

The City of Paris reserves the right to reject all or any part of any or all proposals, to waive technical or legal deficiencies, to postpone due dates for its own convenience, to withdraw this solicitation at any time without prior notice, and to accept any proposal that it deems to be in the best interest of the City.

XI. Questions

Questions concerning this RFP may be directed to Thomas McMonigle, Fire Chief, at 903-784-9225, or by email at tmcmonigle@paristexas.gov.



XII. Certificate of Interested Parties (Form 1295)

In 2015, the Texas Legislature adopted House Bill 1295, which added Section 2252.908 of the Government Code. The law states that a governmental entity may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity. The disclosure of interested parties will be submitted online via Form 1295 and must be submitted to the governmental entity prior to any signed contract and/or vote by the governing authority.

1. The Filing Process:
 - a. Prior to award, your firm will be required to log in to the Texas Ethics Commission, https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm and fill out the Electronic Filing Application.
 - b. Once submitted, the system will generate an electronic Form 1295 displaying a "Certificate Number." Your firm must print, sign and notarize Form 1295.
 - c. Within seven (7) business days from notification of pending award, the completed Form 1295 must be submitted.
 - d. Your firm will need to repeat this process and obtain a separate Form 1295 each time you enter into a new contract, renew a contract or make modification and/or amendments to the contract.
2. Instructions and information are available at <https://www.ethics.state.tx.us/filinginfo/1295/> or you may call the Texas Ethics Commission at (512) 463-5800.

BY SUBMITTING A RESPONSE YOUR FIRM AGREES TO ADHERE TO HB 1295 REFERENCED ABOVE.

Please Note: No action required until notification of potential award.

LATE BIDS WILL NOT BE ACCEPTED